

## Scope of Services

### Woodland Reserve Greenway – City of Ankeny

Wenk Associates  
January 11, 2010

#### Task 1: Data Collection and Assessment of Existing Conditions

**Products:** Base Map, Existing Conditions Assessment (map and photo documentation), Ecological Assessment, Stream Assessment, Framework Plan and Narrative  
**Trips:** Trip #1, 2-3 days: Kick-off Meeting, Site walk, City staff/Team Charrette, Stakeholder Workshop

- **Prepare base map from existing hard copy, survey, aerials, and GIS data.** The City will provide CAD and other digital data currently available to map existing condition
- **s prior to the kickoff meeting.** The City will provide all necessary GIS data layers for analysis, including aerial photography, topography, existing parks, trails and open space facilities; natural resources and views; cultural and historic resources; streets, designated bike lanes and transit routes; schools; other civic resources; and other elements necessary to construct a comprehensive base map.

#### Trip #1 – Day 1:

- **Hold an initial kickoff meeting and issues roundtable.** We will meet with key Ankeny Parks and Recreation staff to frame the study objectives and - issues that have surfaced to motivate the plan. As with most of our projects, we expect to form a core staff "steering team" that will include the project manager and others who will be involved in plan oversight.
- **Hold a greenway site walk.** Following the kick-off meeting, team members, including Ankeny Parks and Recreation staff, will conduct a greenway site walk to document existing conditions, examine possible alignments for the trail along 4 Mile Creek, and sites for the Outdoor Education Center and adjacent park space. The building that has previously been used for the Outdoor Education Center will be visually evaluated and photo-documented. Options for connections to adjacent neighborhoods and buffering from current and future residential properties will be identified. Finally, opportunities to address water quality and stormwater management within the project area will also be identified.

#### Trip #1 – Day 2/3:

- **City staff/Team charrette – Site analysis and Programming for Outdoor Education Center.** Following the greenway walk, team members will hold an internal charrette to document issues and observations, organizing them thematically to allow for subsequent map layering. For example, access and circulation, adjacent land uses and conflicts, water conservation/use/quality, vegetation, safety, and stewardship will be documented separately.

To maximize opportunities for the Center, the planning team will host a programming charrette that will include Ankeny Parks and Recreation staff. -The purpose of this charrette, - is to develop an understanding of the types of program activities that are contemplated, the amount of indoor and outdoor space that will be needed for educational and administrative functions, other activities that might benefit from co-located space, and a rough capital and operations budget envelope for the facility that can guide conceptual design.

- **Develop and facilitate a "visioning" workshop with Ankeny Parks and Recreation staff and key Plan stakeholders.** The consultant team will host a "visioning" workshop with these groups to elicit their input on desired qualities and goals for the greenway concept plan. Among the types of stakeholders who should likely be included are:

- Representatives of the adjacent neighborhoods
- Representatives of key environmental organizations
- Representatives of organizations involved in watershed planning and water quality
- Youth special interest groups
- Bicycling advocacy groups

The format for this meeting is expected to be highly interactive, with participants assigned to small work groups to address specific questions

One component of the visioning workshop will include developing sustainable design principles that can guide subsequent planning and design. These principles might address management of water resources, sustainable building principles and energy consumption. Equal emphasis will be placed on principles that address environmental and economic sustainability.

- **Complete an ecological assessment of the greenway corridor.** Griggs Environmental will provide a brief description of the existing quality and species composition of the habitat/vegetation types present on the project site will be compiled based on observations and field notes. This task assumes four days of field survey, supplemented by review of current aerial photography. A general walkover wildlife survey will be conducted concurrently with the habitat field verification surveys to document existing wildlife use of the site, including an assessment of the potential for special status wildlife species that may be present or expected to use the onsite habitat. Any special status wildlife species observed will be reported. Focused surveys for special status plant and wildlife species and a jurisdictional delineation are not included within this scope of work, but can be accomplished if warranted by the reconnaissance surveys under an amended scope of work and budget. Using the updated habitat mapping and wildlife species information, the planning team will provide a schematic map that identifies opportunity areas for habitat restoration that conforms to the biological sensitivities onsite and the needs expressed by involved public agencies and community stakeholders.
- **Documentation of existing stream conditions.** Niles Associates will document existing stream conditions through the corridor by a field visit using RASCAL (Rapid Assessment of Stream Conditions Along Length) IDNR Assessment Protocol. This will be done during a field visit using a handheld GPS device and a digital camera.

- **Develop opportunities and issues mapping (framework plan) and narrative.** Using background survey information, field observations and community input, the planning team will develop opportunities and issues mapping that will characterize the greenway project area in terms of opportunities for restoration, areas for compatible, low impact public use, and areas that can support more intensive uses such as the Outdoor Education Center. A planning framework will be developed that identifies a gradient of uses and permissible intensities, and compatible restoration activities, will be developed to guide the concept plan.

**Task 1 Fee: \$32,420.00**

## **Task 2: Development of Alternative Concept Proposals and Recommendations**

**Products:** 2-3 Alternative Site Concepts (including greenway trail alignment, overall site layout, habitat and water quality areas), 2-3 Alternative Architectural Concepts for the Outdoor Education Center, 2-4 Typical conceptual channel sections, Plan illustrating habitat and water quality opportunities, Preferred Concept Plan and Preliminary Estimate of Construction Cost

**Trips:** Trip #2: Public Meeting - Concepts

- **Develop alternative proposals for greenway trail alignment, including locations for a bridge across 4 Mile Creek.** Based on the analysis and visioning phases, the planning team will develop alternative conceptual alignments for the greenway trail, that balance habitat and landscape restoration considerations with visitor experience. Appropriate connectivity and buffering with adjacent residential areas will be addressed. Recommendations will be made for design standards that encompass width and surfacing materials. Opportunities for overlooks, blinds, and other wildlife viewing areas will be identified.
- **Identify potential areas for water quality improvements including ponds and wetlands, and related Best Management Practices.** The planning team will identify locations for stream bank improvement elements, ponds, and treatment facilities to mitigate water quality concerns and provide flood detention.
- **Identify areas and opportunities for habitat restoration and enhancement,** including potential areas where additional naturalization of the creek channel might be feasible. Opportunities to create an ecosystem "gradient" from riparian areas along the creek to adjacent upland forest will be identified, and practical considerations in establishment and management will be evaluated. Typical conceptual channel sections will be provided.
- **Develop alternative concepts for the Outdoor Education Center and adjacent park site.** The planning team will develop alternative site plans, building footprints and architectural concepts that respond to program considerations identified in previous phases of work. This will include proposals for access and circulation, indoor and outdoor classrooms, and compatible park activities.

**Trip #2:**

- **Present concepts to stakeholders and the public.** A public open house will be held to provide an opportunity for feedback on the alternative concepts and identifications of elements of the preferred plan.
- **Work with Ankeny Parks staff to develop a preferred concept plan, including trail alignments, public use improvements, the Outdoor Education Center and adjacent park, and restoration opportunities.** An opinion of probable construction cost will be created for this plan.

**Task 3 Fee: \$37,530.00**

**Task 3: Preparation of Final Products**

**Products:** Draft Plan Report (10-12 pages including narrative on improvements and vegetation management strategy, supporting graphics developed in previous tasks, phasing and cost estimates) 5 hard copies

Final Plan developed from the draft plan report – 2 hard copies and electronic copies (PDF and native files)

**Trips:** Trip #3: Public Meeting – Preferred Plan, and City Council presentation

- **Develop draft document, graphics, phasing timeline and cost estimate.** The planning team will develop an implementation plan that will provide a timeline for short- and longer-term actions and associated costs. The implementation strategy will serve as the basis for creating a phased Capital Improvement Plan that can support implementation. The planning team will develop the draft concept plan document and associated graphics, for review by Ankeny Parks and Recreation staff. Five hard copies will be provided for review. Reviewer comments are expected to be combined by Ankeny Parks and Recreation Staff and returned to Wenk Associates in one complete document.
- **Revise and refine plan products.** Based on feedback from Ankeny Parks and Recreation staff we will revise the document for approval by the Ankeny Parks Board. One round of revisions is assumed. Two hard copies and electronic copies (PDF and native files) of the final plan and associated graphics, along with PDFs of all public meeting displays and PowerPoint presentations, will also be provided.

**Trip #3: Public Meeting and Presentation to City Council**

Present Final at a public presentation to stakeholders and general public. City Council presentation to coincide with the public presentation.

**Task 4 Fee: \$22,190.00**

**Total Labor Fee: \$92,140.00**

Reproduction and delivery expenses estimate: 2,000.00

Travel (including hotel/airfare/meals): 8,500.00

**Total Labor and Reimbursables \$102,640.00**

**Wenk Associates, Inc.**

**2010**

**Billing Rates**

Principal I	\$195/hr
Project Manager II	115/hr
Project Manager I	105/hr
Landscape Architect/Designer II	85/hr
Landscape Designer I	80/hr
Draftsperson	75/hr
Administrative Assistant	55/hr
Graphic Designer	80/hr

**Direct Reimbursables**

Mileage Current Government Rates	
Photocopies	.20/ea
Color photocopies 8.5 x 11	.50/ea
Color photocopies 11 x 17	1.00/ea
Bond Plots	.25/sf
Mylar Plots	.75/sf
Photo Satin Plots	2.00/sf
Outside services	at cost